

June 11, 2015

Kendall Hales  
2852 Foothill Boulevard  
La Crescenta, CA 91214

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1500958  
1301 Oak Circle Drive**

Dear Mr. Hales,

On June 11, 2015, the Director of Community Development, pursuant to the provisions of the Glendale Municipal code, Title 30, Chapter 30.47, **APPROVED** your design review application to construct a 998 square foot one story addition to the rear and side of an existing 1,351 square-foot one story house, and maintain the existing two car garage in the R1 (Low Density Residential) Zone, Floor Area Ratio District II, located at **1301 Oak Circle Drive**.

#### **CONDITIONS OF APPROVAL**

1. None.

#### **SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION**

**Site Planning** – The proposed site planning is appropriate to the site and its surroundings for the following reasons:

- The majority of the addition is to the rear of the existing house.
- The portion to the west side of the house (that is visible from the front) is setback approximately 60 feet from the front property line and at its nearest point, is four feet from the west property line.
- The existing garage will remain toward the rear of the property, keeping the existing driveway and maintaining a 25-foot turning radius.
- The addition is strategically sited away from the existing oak trees.

**Mass and Scale** – The proposed massing and scale are appropriate to the site and its surroundings for the following reasons:

- The 998 square foot, single-story addition's height, roof pitches, building mass and proportion are consistent with the existing house and surrounding neighborhood with the existing height to be maintained.
- The existing 25-foot street front setback will be maintained and is consistent with the neighborhood.
- The roof form and slope of the house addition match the existing house.

**Building Design and Detailing** – The proposed design and detailing are appropriate to the site and its surroundings for the following reasons:

- All new windows will be wood, double hung and casement, to be recessed with wood frames and sills.
- Clad board and batten siding and roof material will match the existing house.
- New river rock will be natural stones found on the site.

**This approval is for the project design only. Administrative Design Review approval of a project does not constitute compliance with the Zoning Code and/or Building Code requirements. Please refer to the end of this letter for information regarding plan check submittal. If there are any questions, please contact the case planner, Kathy Duarte, at 818-937-8163 or via email at [KDuarte@glendaleca.gov](mailto:KDuarte@glendaleca.gov).**

### **APPEAL PERIOD (effective date), TIME LIMIT, LAPSE OF PRIVILEGES, TIME EXTENSION**

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The applicant's attention is called to the fact that this grant is not a permit or license and that any permits and licenses required by law must be obtained from the proper City and public agency.

Under the provisions of the Glendale Municipal Code, Title 30, Chapter 30.62, any person affected by the above decision has the right to appeal said decision to the Planning Commission if it is believed that the decision is in error or that procedural errors have occurred, or if there is substantial new evidence which could not have been reasonably presented. It is strongly advised that appeals be filed early during the appeal period and in person so that imperfections/incompleteness may be corrected before the appeal period expires. Any appeal must be filed on the prescribed forms within fifteen (15) days following the actual date of the decision. Information regarding appeals and appeal forms will be provided by the Permit Services Center (PSC) or the Community Development Department (CDD) upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **June 26, 2015** at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 am to 12:00 pm, or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 pm to 5 pm.

**APPEAL FORMS available on-line:** [www.glendaleca.gov/appeals](http://www.glendaleca.gov/appeals)

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### **TRANSFERABILITY**

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This authorization runs with the land or the use for which it was intended for and approved. In the event the property is to be leased, rented or occupied by any person or corporation other than yourself, it is incumbent that you advise them regarding the conditions and/or limitations of this grant.

**EXTENSION:** An extension of the design review approval may be requested one time and extended for up to a maximum of one (1) additional year upon receipt of a written request from the applicant and demonstration that a reasonable effort to act on such right and privilege has commenced within the two (2) years of the approval date. In granting such extension the applicable review authority shall make a written finding that neighborhood conditions have not substantially changed since the granting of the design review approval.



**NOTICE – subsequent contacts with this office**

The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner, Kathy Duarte, who acted on this case. This would include clarification and verification of condition compliance and plans or building permit applications, etc., and shall be accomplished **by appointment only**, in order to assure that you receive service with a minimum amount of waiting. You should advise any consultant representing you of this requirement as well.

If an appeal is not filed within the 15-day appeal period of the decision, plans may be submitted for Building and Safety Division plan check. **Prior** to Building and Safety Division plan check submittal, approved plans must be stamped approved by Planning Division staff. **Any** changes to the approved plans will require resubmittal of revised plans for approval. **Prior** to Building and Safety Division plan check submittal, **all** changes to approved plans must be on file with the Planning Division.

An appointment must be made with the case planner, Kathy Duarte, for stamp and signature prior to submitting for Building plan check. Please contact Kathy Duarte directly at 818-937-8163 or via email at [KDuarte@glendaleca.gov](mailto:KDuarte@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Interim Director of Community Development

  
Urban Design Studio Staff

TF:KA:kd

Attachment: Design Review Staff Report

Cc: Property Owners, Paul and Karin Koukeyan

**City of Glendale  
Community Development Department  
Design Review Staff Report – Single Family**

**Meeting/Decision Date:** June 11, 2015

**Address:** 1301 Oak Circle Drive

**Review Authority:** ☐DRB ☒ADR ☐HPC ☐CC **APN:** 5611-013-003

**Case Number:** PRD 1500958

**Applicant:** Kendall Hales

**Prepared By:** Kathy Duarte

**Owner:** Paul and Karin Koukeyan

**Project Summary**

The applicant is proposing to add a 998 square foot one story addition to the rear and side of an existing 1,351 square-foot one story house, and maintain the existing two car garage. The total square footage of the house is proposed to be 2,349 square feet. The property is located on a 9,930 square foot lot in the R1 (Low Density Residential) Zone, Floor Area Ratio District II. The addition will complement the existing house in terms of mass and scale, architectural style and materials.

The proposed work includes:

- A 988 square foot addition, consisting of a new master bedroom, master bath, walk-in closet and a new uncovered patio located at the west side of the house. An enlarged kitchen, new family room, mudroom, office, and uncovered patio are located at the rear of the existing house.
- New windows, all exterior finishes and color that match the existing house
- A new concrete masonry wall and gate between the garage and the house
- The front of the existing house is to remain unchanged
- 2-car garage and existing driveway to remain unchanged
- The existing oak trees are to remain and indigenous tree protection measures will be followed

**Existing Property/Background**

The project site is a relatively flat 9,930 square foot lot with frontage on Oak Circle Drive. The lot is irregularly shaped with a 60 foot wide frontage and a 91.51 foot wide rear property line. Currently, there is a 1,351 square foot single story house with a detached two-car garage. The original six room residence and two-car garage were built in 1947, with the house located 25 feet from the front property line. The garage was located 1-foot from the east property line and 26 feet from the rear of the house, with access from a 12-foot wide driveway along Oak Circle Drive.

**Staff Recommendation**

☒ Approve ☐ Approve with Conditions ☐ Return for Redesign ☐ Deny

**Last Date Reviewed / Decision**

☒ First time submittal for final review.  
☐ Other:

**Zone:** R1 **FAR District:** II

Although this design review does not convey final zoning approval, the project has been reviewed for consistency with the applicable Codes and no inconsistencies have been identified.

**Active/Pending Permits and Approvals**

☒ None  
☐ Other:

**CEQA Status:**

☒ The project is exempt from CEQA review as a Class 1 "Existing Facilities" exemption pursuant to Section 15301 of the State CEQA Guidelines.

- ☐ The project is exempt from CEQA review as a Class 3 "New Construction or Conversion of Small Structures" exemption pursuant to Section 15303 of the State CEQA Guidelines.
- ☐ Other:

### Site Slope and Grading

- ☒ None proposed
- ☐ Less than 50% current average slope and less than 1500 cubic yards of earth movement (cut and/or fill); no additional review required.
- ☐ 1500 cubic yards or greater of earth movement:
- ☐ 50% or greater current average slope:

### Comparison of Neighborhood Survey:

	Average of Properties within 300 linear feet of subject property	Range of Properties within 300 linear feet of subject property	Subject Property Proposal
Lot size	8,447	4,935 to 16,071	9,930
Setback	24	20 to 25	25
House size	1,785	784 to 2,306	2,349
Floor Area Ratio	.21	.07 to .41	.24
Number of stories	1.06	1 to 2 stories	1

## DESIGN ANALYSIS

### Site Planning

Are the following items satisfactory and compatible with the project site and surrounding area?

#### Building Location

☒ yes ☐ n/a ☐ no

If "no" select from below and explain:

- ☐ Setbacks of buildings on site
- ☐ Prevailing setbacks on the street
- ☐ Building and decks follow topography
- ☐ Equipment location and screening

#### Garage Location and Driveway

☐ yes ☒ n/a ☐ no

If "no" select from below and explain:

- ☐ Predominant pattern on block
- ☐ Compatible with primary structure
- ☐ Permeable paving material
- ☐ Decorative paving

No changes are proposed to the existing driveway and garage.

#### Landscape Design

☒ yes ☐ n/a ☐ no

If "no" select from below and explain:

- ☐ Complementary to building design
- ☒ Maintains existing trees when possible
- ☐ Maximizes permeable surfaces
- ☐ Appropriately sized and located

**Walls and Fences**

☒ yes   ☐ n/a   ☐ no

*If "no" select from below and explain:*

- ☐ Appropriate style/color/material
- ☐ Perimeter walls treated at both sides
- ☐ Retaining walls minimized
- ☐ Appropriately sized and located

**Determination of Compatibility: Site Planning**

The proposed site planning is appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The majority of the addition is to the rear of the existing house.
- The portion to the west side of the house (that is visible from the front) is setback approximately 60 feet from the front property line and at its nearest point, is four feet from the west property line.
- The existing garage will remain toward the rear of the property, keeping the existing driveway and maintaining a 25-foot turning radius.
- The addition is strategically sited away from the existing oak trees.

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**Massing and Scale**

**Are the following items satisfactory and compatible with the project site and surrounding area?**

**Building Relates to its Surrounding Context**

☒ yes   ☐ n/a   ☐ no

*If "no" select from below and explain:*

- ☐ Appropriate proportions and transitions
- ☐ Relates to predominant pattern
- ☐ Impact of larger building minimized

**Building Relates to Existing Topography**

☒ yes   ☐ n/a   ☐ no

*If "no" select from below and explain:*

- ☐ Form and profile follow topography
- ☐ Alteration of existing land form minimized
- ☐ Retaining walls terrace with slope

**Consistent Architectural Concept**

☒ yes   ☐ n/a   ☐ no

*If "no" select from below and explain:*

Concept governs massing and height

**Scale and Proportion**

☒ yes   ☐ n/a   ☐ no

*If "no" select from below and explain:*

- ☐ Scale and proportion fit context
- ☐ Articulation avoids overbearing forms

- ☐ Appropriate solid/void relationships
- ☐ Entry and major features well located
- ☐ Avoids sense of monumentality

#### **Roof Forms**

☒ yes   ☐ n/a   ☐ no

*If "no" select from below and explain:*

- ☐ Roof reinforces design concept
- ☐ Configuration appropriate to context

### **Determination of Compatibility: Mass and Scale**

The proposed massing and scale are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The 998 square foot, single-story addition's height, roof pitches, building mass and proportion are consistent with the existing house and surrounding neighborhood with the existing height to be maintained.
- The existing 25-foot street front setback will be maintained and is consistent with the neighborhood.
- The roof form and slope of the house addition match the existing house.

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### **Design and Detailing**

**Are the following items satisfactory and compatible with the project site and surrounding area?**

#### **Overall Design and Detailing**

☒ yes   ☐ n/a   ☐ no

#### **Entryway**

☒ yes   ☐ n/a   ☐ no

*If "no" select from below and explain:*

- ☐ Well integrated into design
- ☐ Avoids sense of monumentality
- ☐ Design provides appropriate focal point
- ☐ Doors appropriate to design

#### **Windows**

☒ yes   ☐ n/a   ☐ no

*If "no" select from below and explain:*

- ☐ Appropriate to overall design
- ☐ Placement appropriate to style
- ☐ Recessed in wall, when appropriate
- ☐ Articulation appropriate to style

#### **Privacy**

☒ yes   ☐ n/a   ☐ no

*If "no" select from below and explain:*

- ☐ Consideration of views from "public" rooms and balconies/decks
- ☐ Avoid windows facing adjacent windows

**Finish Materials and Color**

☒ yes   ☐ n/a   ☐ no

*If "no" select from below and explain:*

- ☐ Textures and colors reinforce design
- ☐ High-quality, especially facing the street
- ☐ Respect articulation and façade hierarchy
- ☐ Wrap corners and terminate appropriately
- ☐ Natural colors used in hillside areas

**Paving Materials**

☒ yes   ☐ n/a   ☐ no

*If "no" select from below and explain:*

- ☐ Decorative material at entries/driveways
- ☐ Permeable paving when possible
- ☐ Material and color related to design

**Equipment, Trash, and Drainage**

☒ yes   ☐ n/a   ☐ no

*If "no" select from below and explain:*

- ☐ Equipment screened and well located
- ☐ Trash storage out of public view
- ☐ Downspouts appropriately located
- ☐ Vents, utility connections integrated with design, avoid primary facades
- ☐ Downspouts appropriately located

**Ancillary Structures**

☐ yes   ☒ n/a   ☐ no

*If "no" select from below and explain:*

- ☐ Design consistent with primary structure
- ☐ Design and materials of gates complement primary structure

**Determination of Compatibility: Design and Detailing**

The proposed design and detailing are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- All new windows will be wood, double hung and casement, to be recessed with wood frames and sills.
- Clad board and batten siding and roof material will match the existing house.
- New river rock will be natural stones found on the site.

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**Recommendation / Draft Record of Decision**

Based on the above analysis, staff recommends **approval** of the project with **conditions**, as follow:

**Conditions**

1. None
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## **Attachments**

1. Location Map
2. Neighborhood Survey
3. Photos of Existing Property
4. Reduced Plans